

# Fireworks Cancellation Process

If selling fireworks is a seasonal business for you, there is a cancellation option. If you are done selling Fireworks for the remainder of your Certificate or Registration, you may cancel. Once you cancel you will no longer be responsible to enter Fire Safety Fees, monthly.

\*\*\*Low Impact Registrations expire on December 31<sup>st</sup>, yearly.

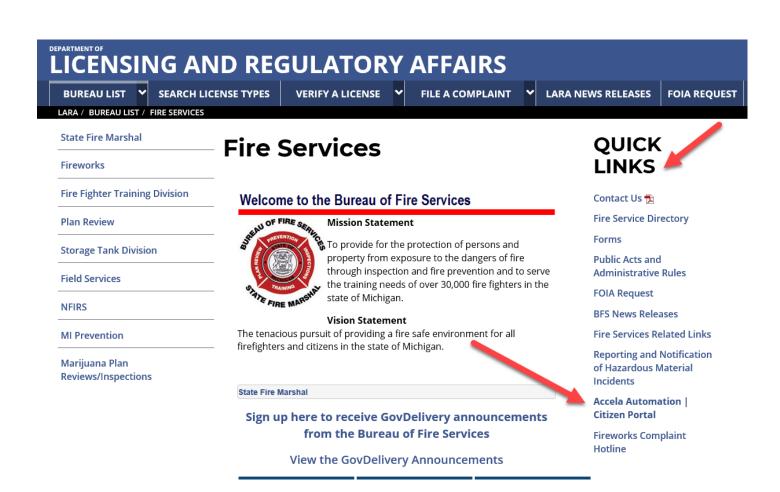
Consumer Certificates expire on April 1<sup>st</sup>, the following year. \*\*\*



To get started you will want to go to: <a href="https://www.michigan.gov/bfs">https://www.michigan.gov/bfs</a>

Then under Quick Links, you will want to click on Accela Automation- Citizen Portal

Click here to get
to: Accela
Automation
Citizen's Portal





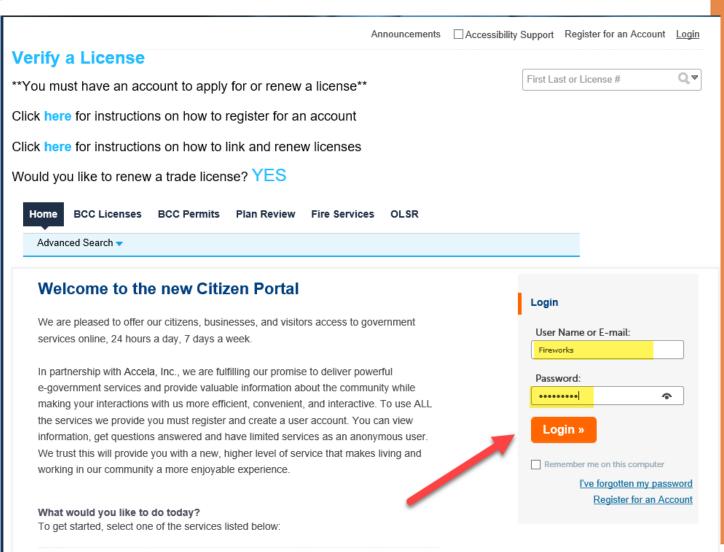
Once you click on the Accela Link, you will need to fill out:

User Name or E-mail:

&

Password:

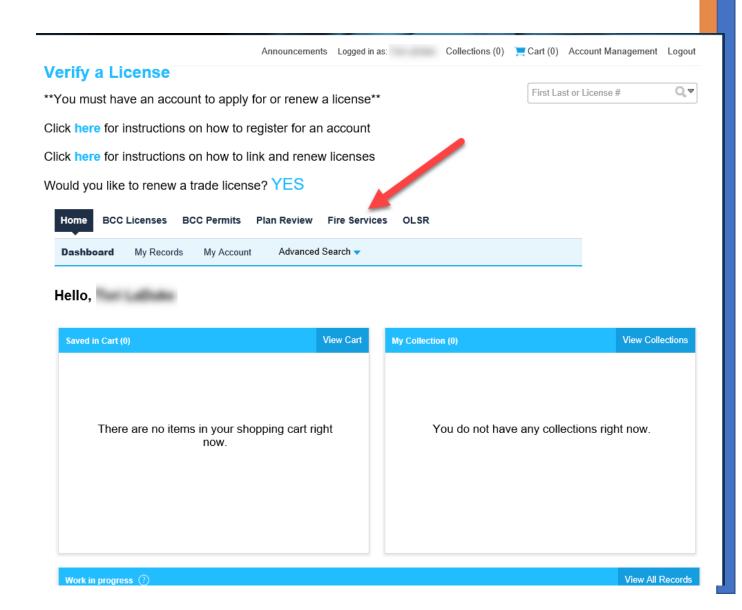
Then click the Login button.





Once you are logged in this will be what the Home screen looks like.

Now you will want to Click on Fire Services.



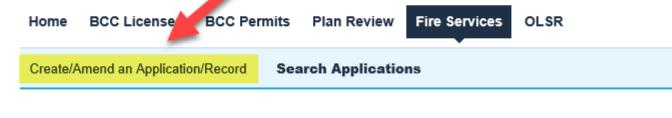


Click on: Create/Amend an Application/Record

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If you are here to renew a license and have not linked your license to your account, CLICK HERE.

If you are here to renew a license and have already linked the license to your account, sign into your account and click on "My Records" and then "Renew Application".



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Click on: I have read and accepted the above terms.

Click on: Continue Application

Home BCC Licenses BCC Permits Plan Review Fire Services

**OLSR** 

Create/Amend an Application/Record Search Applications

### Online Application

Welcome to LARA's Online Permitting System. Using this system you can submit and update information, pay fees, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

The Michigan Department of Licensing and Regulatory Affairs(LARA) computer information systems are the property of the State Of Michigan and subject to state and federal laws, rules and regulations. The systems are intended for use only by authorized persons and only for official state business

Systems users are prohibited from using any assigned or entrusted access trol mechanisms for any purposes other than those required to perform authorized data exchange with LARA. Logon IDs and passwords are never to

✓ I have read and accepted the above terms.

Continue Application »



Click on: Fireworks Cancellation

Click on: Consumer and Low

**Impact Cancellation** 

Click on: Continue Application

Home BCC Licenses BCC Permits Plan Review Fire Services OLSR

Create/Amend an Application/Record Search Applications

### Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below contact us.

- Add Facility to My Records Storage Tanks
- Aboveground Storage Tanks
- Underground Storage Tanks
- Storage Tank Amendments
- Release Report Underground Storage Tanks
- ▼ FIreworks Cancellation
- Oconsumer and Low Impact Cancellation
- Fireworks Consumer
- Fireworks Low Impact
- Fire Safety Fees
- Field Services Facility Inspections
- FireServices

Continue Application »



Enter your Certificate # or Low Impact Registration #.

Put N/A in the empty field.

Click on: Continue Application

### Consumer and Low impact Cancellation

1 Step 1	2 Step 2	3 Review	4 Record Issuance
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### Step 1:Step 1>Page 1

The cancellation request will **NOT** be processed if Fire Safety Fees and Sales reports are not current. Cancellation notices will not become effective until the first day of the next month after they are received

Once the cancellation notice has been approved and processed you will receive a notification via email and no further sales reports will be required for that Certificate. If the cancellation is not approved and processed you will be notified.

\*indicates a required field.

### **Cancellation Information**

### CANCELLATION INFORMATION

Please complete all fields. You must submit one cancellation notice for each certificate to be cancelled. Upon submission of the form and approval by the Bureau of Fire Services, your certificate will be considered NULL and VOID and you will not be permitted to sell fireworks under that fireworks certificate

Certificate # (limit 1 per form):

\* Reason for cancellation:

Low Impact Registration Number:

3 2020-CP00040

--Select-
N/A

Continue Application »

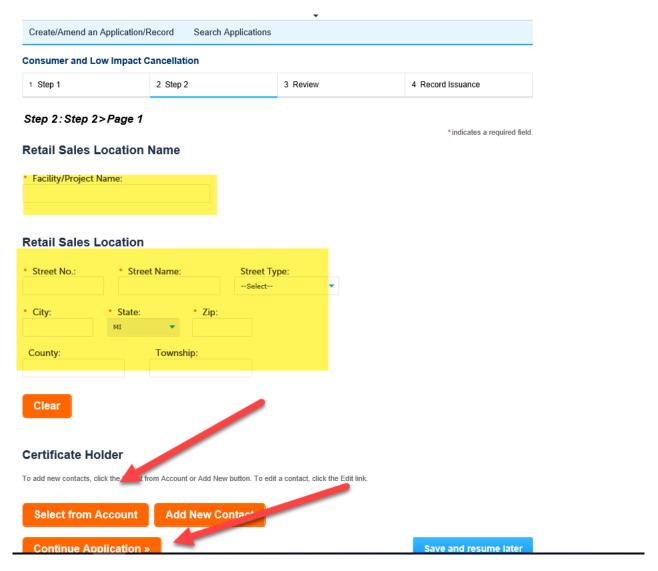
Save and resume later



Fill out all the fields.

Click on: Select from Account

Click on: Continue Application





Fill out all the fields.

Click on: Select from Account

Click on: Continue Application

### Step 3: Review Continue Application » Save and resume later Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move Record Type Consumer and Low Impact Cancellation **Cancellation Information** CANCELLATION INFORMATION Certificate # (limit 1 per form): 2020-CP00040 Reason for cancellation: No Sales for the remaining life of the Certificate Low Impact Registration Number: Retail Sales Location Name Facility/Project Name:T Retail Sales Location Certificate Holder Phone:5 I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application. By checking this box, I agree to the above certificent Date: 07/21/2020 Continue Application

Save and resume later



Make sure to scroll down on the receipt page and make sure you received a Cancellation Record.

Now you have completed your Cancellation Request.

Fireworks staff will review your request and we will send an email when your Certificate or Low Impact are cancelled. Home BCC Licenses BCC Permits Plan Review Fire Services OLSR

Create/Amend an Application/Record Search Applications

1 Select item to pay 2 Payment information 3 Receipt/Record issuance

Step 3: Receipt/Record issuance

### Receipt

Your submittal has been successfully received.

### PLEASE READ THE FOLLOWING INSTRUCTIONS BASED ON WHICH ACTION YOU JUST PERFORMED:

LICENSE RENEWALS: If you did not submit payment for your license, please visit MY RECORDS to complete the renewal payment process. If you submitted payment, you will receive a copy of your license in the mail

**LICENSE APPLICATIONS**: Your application will be reviewed. Please check **MY RECORDS** for updates regarding the status of this application. Once your application is reviewed you will be notified by the department.

LICENSE AMENDMENTS: Your license has been updated with requested changes.

### PERMITS:

Please check your account for updates regarding the status of this permit application and for any additional

Your Land Corner Recordation Certificate has been received and will be reviewed. If an error is found, changes will be made to match the LCRC. If the LCRC is wrong, please call the office.

, LANSING MI 48911

2020-CC00105

Copy Record